



CITY OF EASTVALE EMPLOYMENT OPPORTUNITY

SENIOR ADMINISTRATIVE ANALYST

Salary range: \$59,886 - \$80,253

Annually based on experience, with corresponding benefits.

ABOUT THE CITY

The City of Eastvale is a dynamic, growing community in Riverside County. The City is diverse in both its citizenry and its businesses. Eastvale's government is responsible for representing and protecting those interests, as well as maintaining the infrastructure and quality of life within the city. These tasks are centralized in Eastvale City Hall.

City Hall is a complex, fast-paced working environment. Employees of the city of Eastvale are expected to exercise professionalism and courtesy, and must work efficiently and in accordance to applicable laws, codes and regulations. Attention to detail is required.

Learn more about us by visiting www.eastvaleca.gov. Qualified candidates with a strong public service interest, are encouraged to apply.

THE POSITION

The City Manager's Office of the City of Eastvale has a job opportunity available for one (1) full-time/benefitted Senior Administrative Analyst position. This is an FLSA exempt at-will management position that serves at the pleasure of the City Manager. The position works under the general direction of the City Manager and performs varied professional administrative functions, including coordination of special programs and projects, financial analysis, grant research, writing and monitoring, development and preparation of studies and reports, and resolution of citizen concerns and inquiries; and performs related duties as required. The typical work schedule is a 4/10 Plan, Monday through Thursday, with Fridays off. The employee typically works in an office environment. Attendance at City Council and other related evening meeting is required, as well as occasional work on weekends in order to coordinate or attend various events. Occasional driving is required to attend special meetings at various City facilities, training sites, and public and private events.

EXAMPLES OF ESSENTIAL DUTIES*

1. Participates in the development and implementation of the guidelines, procedures, and operations.
2. Provides skilled, highly responsible administrative support to assist upper level administrative staff in the completion of their duties and responsibilities; participates and takes part in special project assignments.
3. Coordinates and prepares City Council reports, financial reports, statistical tables, charts, and graphs.
4. Coordinates and participates in developing schedules, formats, and procedures for budget preparation and control.
5. Coordinates with federal, state, and local agencies on the funding of City projects, which includes grant writing and monitoring of grant administrative programs to ensure contract compliance.
6. Directs and coordinates the fiscal and analytical operations of the section or division, which may include, but are not limited to, the functions of budgeting, fiscal control, cost control and allocations, position control and position vacancy authorization, budget assembly, special studies, contract administration and capital improvements.

7. Serves as management liaison to various boards, committees, and citizen advisory groups, as assigned.
8. Supervises, trains, and evaluates para-professional, technical, and clerical personnel.
9. Assists in the coordination of departmental activities with other City departments and division, and with outside agencies.
10. Responds to complaints and requests for information.
11. Types and proofreads a wide variety of reports, letters, memoranda, correspondence and statistical charts; independently compose correspondence related to assigned area of responsibility.
12. Utilizes various computer applications and software packages; enter and maintain data; generate reports from a database or network system; create documents using word processing software.
13. Conducts complex administrative research, studies and surveys, and prepares reports recommending appropriate course of action.
14. Develops, edits, coordinates and updates Disaster Preparedness and Emergency Operations for the City.
15. Interprets and maintains up-to-date data and knowledge of federal, state, and local laws and regulations related to emergency management.
16. Assists with the coordination and activation of the Emergency Operations Center (EOC) during actual disasters.
17. Performs related duties as assigned.

** This description is representative of typical duties, and does not limit the assignment of other related duties and responsibilities to the position.*

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Concepts, theories, principles, methods and practices of organizational and municipal government administration; cost accounting procedures, practices, and their relationship to budgeting; research and statistical methods; state, federal and local laws and regulations; report preparation and presentation methods; principles and techniques of project management; short and long range organizational planning; grant writing and application procedures; legal, ethical, and professional rules of conduct for public sector employees; computer software applications used to create spreadsheets and analyze data.

Ability to:

Operate a computer using word processing and spreadsheet software; type accurately at a speed necessary to meet the requirements of the position; organize, set priorities and exercise sound independent judgment within areas of responsibility; interpret, apply, explain, and reach sound decisions in accordance with policies and procedures; organize and maintain office and specialized files; compose routine correspondence from brief instructions; communicate clearly and effectively orally and in writing; understand and follow written and oral instructions; prepare clear, accurate and concise records and reports; establish and maintain effective working relationships with City Manager, management, staff, the public, and others encountered in the course of work.

RECRUITING GUIDELINES

Any combination of education and experience which may provide the required knowledge, abilities and skills is qualifying.

Qualifications:

Graduation from an accredited college or university with a Bachelor's degree with major work in public or business administration or a closely related field. A range of 2-5 years of experience in grants administration; coordination, administration of emergency management; and professional administrative work in a local government setting.

Necessary Special Requirements:

Possession of a valid Class C motor vehicle operator's license from the State of California. Ability to work weekends for special events is required. Ability to attend night meetings and work extended hours, as needed and/or required.

SELECTION PROCESS

Stage 1 - The first stage in the selection process will consist of a review of each applicant's employment application and supplemental questionnaire. Applications that are incomplete and/or that do not meet the minimum combination of education and experience will not be given further consideration.

Stage 2 – The second stage in the selection process will consist of review by subject matter experts who will evaluate and rate the candidates' applications and resumes in order to determine those that most closely demonstrate the knowledge, skills and abilities listed in the qualifications section of this announcement. Successful candidates who most closely meet the defined criteria will be invited to participate in the next stage.

Stage 3 – The third stage will consist of interviews with a panel of subject matter experts, where candidates will be evaluated and rated on responses to pre-defined questions. Candidates will also participate in a skills-based performance test. Candidates must achieve a passing score to be placed on the eligible list for employment consideration.

Stage 4 – The fourth stage will consist of an interview with the City Manager. Finalists will then move into background and reference checking.

The City of Eastvale reserves the right to modify the selection process as necessary to conform to administrative or business necessity.

GENERAL INFORMATION

Background/Reference Check/Physical Exam: City employment is contingent upon satisfactory completion of a reference check, criminal background investigation, including fingerprinting, and a post-offer (City paid) physical examination (including drug/alcohol testing).

Immigration and Reform Control Act: In compliance with the Immigration and Reform Control Act of 1986, the City of Eastvale will only hire individuals who are legally authorized to work in the United States. Candidates who are offered employment must provide proof of identity as required by the I-9 form and instructions.

Equal Opportunity Employer: The City of Eastvale is an Equal Opportunity Employer. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (cancer and genetic characteristics), genetic information, or denial of medical and family care leave, or any other non- job-related factor.

Reasonable Accommodation: In compliance with local, state and federal laws and regulations, the City of Eastvale is committed to making reasonable accommodations in the examination process and in the

work environment. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process must make a request no later than the final filing date for receipt of applications. Such requests should be addressed to Human Resources at the City of Eastvale, 12363 Limonite, Suite 910, Eastvale, CA 91752, or call (951) 361-0900.

BENEFITS

- CalPERS Retirement Plan – The City participates in the California Public Employees' Retirement System 2% @ 60 for classic members (2% @ 62 for new members). The employee pays their respective PERS retirement contribution (7% for classic members, 6.25% for new members).
- Cafeteria Benefit Package – City offers a \$1,600/month cafeteria benefit that can be used to purchase medical, dental, and vision premiums, and health and dependent flexible spending programs. Employees have the option to cash-out any monies not used in their monthly cafeteria benefit.
- Deferred Compensation Plan – 457 Deferred Compensation Plan is available to employees through CalPERS.
- Insurance Programs – Additional supplemental insurance programs are available to employees through American Fidelity Assurance Company (i.e. Life, Disability, Accident, and Cancer insurance coverage).
- Management Leave – Management employees accrue 80 hours of management leave per calendar year. New management employees receive a pro-rata amount of management leave in conjunction with their start date in the calendar year and are required to work 30 days before they are eligible to request the use of their management leave.
- Work Schedule – City offers employees a “4/10” work schedule. City Hall is closed every Friday.
- Life Insurance – Full time employees receive \$50,000 worth of life insurance at the expense of the City.
- Vacation Accrual – Employees accrue 3.08 hours of vacation per pay period.
- Sick Leave Accrual – Employees accrue 3.46 hours of sick time per pay period.
- Holidays – 11 paid holidays per year.
- Floating Holiday – Employees receive one floating holiday each calendar year.
- Holiday Savings Club – Employees have the option to participate in the Holiday Savings Club which deducts a desired amount from each check and provides a payout during the holiday season.

HOW TO APPLY

A City Employment Application must be completed and submitted along with a resume, cover letter and references. The City's Employment Application is available on the City's website at www.eastvaleca.gov.

Completed City Employment Applications may be submitted to the City of Eastvale at 12363 Limonite, Suite 910, Eastvale, CA 91752, or may be submitted electronically via the website, and must be received no later than Monday, July 21, 2016. No late applications will be considered.

For specific questions regarding this position, contact Human Resources at (951) 361-0900, or email hr@eastvaleca.gov.

The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained in the announcement may be modified or revoked without notice.